

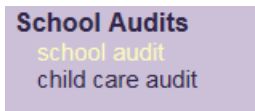


Immunization Registry Information System (IRIS) **School and Child Care Audit Instructions** **for Local Public Health Agencies** **August 2016**

All school and child care audit data must be reported in IRIS. Before recording audit results in IRIS, users will need access to IRIS Audit functionality. Current School Audit Users do not need to resubmit an IRIS Authorized Site Agreement. For those individuals that do not have School Audit Access, please complete the [IRIS Authorized Site Agreement-Organization Form](#), and select 'LPHA Org Admin' or 'LPHA Standard User' under the Planned Use of IRIS, School Audit section. Fax the completed form to the IRIS Help Desk at 1-800-831-6292, or send electronically to irisenrollment@idph.iowa.gov. IRIS staff will add the school audit role to your existing access in IRIS. Please call the IRIS Help Desk at 1-800-374-3958 if you have questions about completing the form.

School Audits:

- 1) Select the 'school audit' link under the School Audits section of the menu panel.



- 2) Select the School District from the 'School District' dropdown menu.

School Information							
School District	<div> <div>A-H-S-T</div> <div>AGWSR</div> <div>Adair-Casey</div> <div>Adel DeSoto Minburn</div> <div>Akron Westfield</div> <div>Albert City-Truesdale</div> <div>Albia</div> <div>Alburnett</div> <div>Alden</div> <div>Algona</div> <div>Allamakee</div> <div>Alta</div> <div>Ames</div> <div>Anamosa</div> <div>Andrew</div> <div>Ankeny</div> <div>Aplington-Parkersburg</div> <div>Ar-We-Va</div> <div>Armstrong-Ringsted</div> <div>Atlantic</div> <div>Audubon</div> <div>Aurelia</div> <div>BCLUW</div> <div>Ballard</div> <div>Battle Creek-Ida Grove</div> <div>Baxter</div> <div>Bedford</div> <div>Belle Plaine</div> <div>Bellevue</div> </div>		School Name			Save	
Address			City		Zip Code		Print
District #			School #			Add New	
			School County Code #			Cancel	
School Grades							
	Total	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption Medical Religious	Total Certificates	Students without acceptable or no certificates	
K							
1							
2							
3							
4							
5							
6							
7							

- 3) Select the School Name from the 'School Name' dropdown menu.

School Information				
School District	Des Moines Independent	School Name	<div> <div>Bergman Academy</div> <div>Brody Middle School</div> <div>Brubaker Elementary School</div> <div>Callanan Middle School</div> <div>Capitol View Elementary School</div> <div>Carver Elementary</div> <div>Cattell Elementary School</div> <div>Christ The King School</div> <div>Cowles Elementary School</div> <div>Des Moines Adventist</div> <div>Des Moines Central Campus High School</div> <div>Downtown School</div> <div>East High School</div> <div>Edmunds Fine Arts Academy</div> <div>Findley Elementary School</div> <div>Garton Elementary</div> <div>Gateway Secondary School</div> <div>Goodrell Middle School</div> <div>Gospel Assembly Christian Academy</div> <div>Greenwood Elementary School</div> <div>Hanawalt Elementary</div> <div>Harding Middle School</div> <div>Hiatt Middle School</div> <div>Hillis Elementary School</div> <div>Holy Family School</div> <div>Holy Trinity School</div> <div>Hoover High School</div> <div>Howe Elementary</div> <div>Hoyt Middle School</div> </div>	
Address		City		
District #	1737	School #		
		School County Code #		

School Grade Information			
	Total Enrollment	Students with Certificate of Immunization	Students Provisionally Enrolled
K			
1			
2			
3			
4			
5			
6			
7			

- 4) The school's address, district #, school #, and school county code will automatically populate based on the District and School selected.

School Information				
School District	Des Moines Independent	School Name	Brubaker Elementary School	
Address	2900 E 42nd Street	City	Des Moines	Zip Code 50317
District #	1737	School #	0739	
		School County Code #	77	

School Grade Information			

- 5) Enter the school's audit results. The 'Total Certificates', 'Students without acceptable or no certificates' and the 'Total' fields at the bottom of the page will auto-calculate based on what is entered. Only enter data in the grades that pertain to the selected school.

School Information							
School District	Des Moines Independent	School Name	Brubaker Elementary School			Save	
Address	2900 E 42nd Street	City	Des Moines	Zip Code	50317	Print	
District #	1737	School #	0739			Add New	
		School County Code #	77			Cancel	

School Grade Information							
	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K							
1	95	78	10	5	2	95	0
2	102	97	5	0	0	102	0
3	97	85	3	4	5	97	0
4	108	102	4	0	0	106	2

- 6) After entering the school's audit information, select the 'Save' button to submit and save the audit. *****Navigating away from this page without selecting 'Save' will result in loss of data. Be sure to select save before closing or navigating away from the page.*** The message 'School Audit record successfully added for the school' will appear, and zeroes will populate for grades not completed.

School Information							
School District	Des Moines Independent	School Name	Brubaker Elementary School			Save	
Address	2900 E 42nd Street	City	Des Moines	Zip Code	50317	Print	
District #	1737	School #	0739			Add New	
		School County Code #	77			Cancel	

School Grade Information							
School Audit record successfully added for the school.							
	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K	0	0	0	0	0	0	0
1	95	78	10	5	2	95	0
2	102	97	5	0	0	102	0
3	97	85	3	4	5	97	0
4	108	102	4	0	0	106	2
5	0	0	0	0	0	0	0

- 7) To complete or enter a new audit, either select the School District and School Name from the dropdown menu or select the 'Add New' button which will reset all the fields on the page.

School Information																															
School District	Des Moines Independent	School Name	Bergman Academy																												
Address	2900 E 42nd Street	City	Brubaker Elementary School																												
District #	1737	School #	Callanan Middle School																												
		School County Code #	Capitol View Elementary School																												
<div> <div>School Grade Information</div> <table border="1"> <thead> <tr> <th></th> <th>Total Enrollment</th> <th>Students with Certificate of Immunization</th> <th>Students with Provisional Certificates</th> </tr> </thead> <tbody> <tr> <td>K</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>1</td> <td>95</td> <td>78</td> <td>10</td> </tr> <tr> <td>2</td> <td>102</td> <td>97</td> <td>5</td> </tr> <tr> <td>3</td> <td>97</td> <td>85</td> <td>3</td> </tr> <tr> <td>4</td> <td>108</td> <td>102</td> <td>4</td> </tr> <tr> <td>5</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> </div>					Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	K	0	0	0	1	95	78	10	2	102	97	5	3	97	85	3	4	108	102	4	5	0	0	0
	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates																												
K	0	0	0																												
1	95	78	10																												
2	102	97	5																												
3	97	85	3																												
4	108	102	4																												
5	0	0	0																												

Save

Print

Add New

Cancel

Students without acceptable or no certificates

- 8) Follow the same steps to complete additional school audits for each school needed.

School Information							
School District	Des Moines Independent	School Name	Cowles Elementary School			Save	
Address	6401 College Ave	City	Des Moines	Zip Code	50324	Print	
District #	1737	School #	0463			Add New	
		School County Code #	77			Cancel	
School Grade Information							
	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K							
1							
2							
3							
4							

Child Care Audits:

- 1) Select the 'child care audit' link under the School Audits section of the menu panel.



- 2) Select the county from the 'County' dropdown menu.

Facility Information					
County	Adair	Name of Center	<input type="text"/>		
Address	Adams	Zip Code	<input type="text"/>		
City	Allamakee				
	Appanoose				
	Audubon				
	Benton				
	Black Hawk				
	Boone				
	Bremer				
	Buchanan				
	Buena Vista				
	Butler				
	Calhoun				
	Carroll				
	Cass				
	Cedar				
	Cerro Gordo				
	Cherokee				
	Chickasaw				
	Clarke				
	Clay				
	Clayton				
	Clinton				
	Crawford				
	Dallas				
	Davis				
	Decatur				
	Delaware				

Age Group	Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption	
				Medical	Religious
4 through 5					
6 through 11					
12 through 17					
18 through 23					
24 months and older					

- 3) Select the name of the child care facility from the 'Name of Center' dropdown menu.

Facility Information

County: Polk Name of Center: 2 B Tiny Child Dev Ctr & Preschool

Address: Zip Code:

City:

Age Group Information

	Total Enrollment
4 through 5 months	
6 through 11 months	
12 through 18 months	
19 through 23 months	
24 months and older	
Total	

Copyright © 1999 - 2015 State of Wisconsin. All rights reserved.

- 4) The child care facility's address information will populate. If you do not find the child care center in the list, please contact the Iowa Immunization Program at 800-831-6293 ext. 1.

Facility Information

County: Polk Name of Center: All Star Day Care

Address: 1922 SW 1st St Zip Code: 50315

City: Des Moines

Save Print Add New Cancel

- 5) Enter the child care facility's audit results. The 'Total Certificates', 'Children without acceptable or no certificates' and the 'Total' fields at the bottom of the page will auto-calculate based on what is entered. Only enter data in the ages that pertain to the selected facility.

Facility Information

County: Polk Name of Center: All Star Day Care

Address: 1922 SW 1st St Zip Code: 50315

City: Des Moines

Save Print Add New Cancel

Age Group Information

	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption		Total Certificates	Children without acceptable or no certificates
				Medical	Religious		
4 through 5 months	23	20	2	0	1	23	0
6 through 11 months	21	19	2	0	0	21	0
12 through 18 months	25	22	2	1	0	25	0
19 through 23 months	33	30	2	0	0	32	1
24 months and older	12	12	0	0	0	12	0
Total	114	103	8	1	1	113	1

- 6) After entering the child care facility's audit results, click the 'Save' button to submit and save the audit. *****Navigating away from this page without selecting 'Save' will result in loss of data. Be sure to save before closing or navigating away from the page.*** The message 'Child Care Audit record successfully added for the center' will appear.

Facility Information							
County	Polk	Name of Center	All Star Day Care				
Address	1922 SW 1st St	Zip Code	50315				
City	Des Moines						
<input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="Add New"/> <input type="button" value="Cancel"/>							

Age Group Information							
Child Care Audit record successfully added for the center.							
	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption		Total Certificates	Children without acceptable or no certificates
				Medical	Religious		
4 through 5 months	23	20	2	0	1	23	0
6 through 11 months	21	19	2	0	0	21	0
12 through 18 months	25	22	2	1	0	25	0
19 through 23 months	33	30	2	0	0	32	1
24 months and older	12	12	0	0	0	12	0
Total	114	103	8	1	1	113	1

- 7) To complete or enter a new audit, either select the county and child care facility from the dropdown menu or select the 'Add New' button which will reset all the fields on the page.

Facility Information							
County	Polk	Name of Center	<div> 2 B Tiny Child Dev Ctr & Preschool 2 For U Childcare West LLC A Child's World - 68th St Adventure-Life Preschool All Star Day Care Altoona Campus Kids Klub-Altoona Elem Altoona Campus Kids Klub-Clay Elem Altoona Campus Kids Klub-Delaware Elem Altoona Campus Kids Klub-Four Mile Altoona Campus Kids Klub-Willowbrook Altoona Elementary School PK Altoona Kidsworld Daycare-Preschool Inc Altoona Kidsworld Daycare-Preschool Inc #2 America's Children of Oakmoor Anderson Elementary School PK Angeli Cristiani Childcare Ankeny Christian Academy Childcare Ankeny Christian Childcare Ankeny Lil' Tots Daycare & Preschool LLC Apple Tree Children's Center-GRD Apple Tree Children's Center-JOH Apple Tree Children's Center-URB Apple Tree Children's Center-ANK Apple Tree Children's Center-ASH </div>				
Address	1922 SW 1st St	Zip Code					
City	Des Moines						
<input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="Add New"/> <input type="button" value="Cancel"/>							

Age Group Information							
	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption		Total Certificates	Children without acceptable or no certificates
				Medical	Religious		
4 through 5 months	23	20	2	0	1	23	0

- 8) Follow the same steps to complete an audit for the child care facility selected.

Facility Information							
County	Polk	Name of Center	Altoona Campus Kids Klub-Altoona Elem				
Address	301 6th St SW	Zip Code	50009				
City	Altoona						
<div>Save</div> <div>Print</div> <div>Add New</div> <div>Cancel</div>							

Age Group Information							
	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption		Total Certificates	Children without acceptable or no certificates
				Medical	Religious		
4 through 5 months							
6 through 11 months							
12 through 18 months							
19 through 23 months							
24 months and older							
Total							

Viewing or Editing Audits

- 1) To view or edit audits your organization has completed, click the 'audit lists' under the School Audits section.

School Audits
 school audit
 child care audit
 audit lists

- 2) All of the audits completed by your organization will be listed. You can delete an audit by selecting the delete button, or edit an audit by selecting the link for the school or child care facility and resaving the edited information.

Audit List				
School/Facility Name	Last Updated Date	Audit Type	School District	Delete
B-F Pre-Kindergarten	01/19/2016	Child Care		Delete
Bulldog Daycare	01/19/2016	Child Care		Delete
Immanuel Little Lambs Preschool	01/19/2016	Child Care		Delete
Nodaway Valley Elementary School PK	01/11/2016	Child Care		Delete
Orient Elementary School PK	01/11/2016	Child Care		Delete
Sunshine Day Care Center (Greenfield)	01/13/2016	Child Care		Delete
Nodaway Valley Elementary School	01/11/2016	School	Nodaway Valley	Delete
Nodaway Valley High School	01/11/2016	School	Nodaway Valley	Delete

- 3) If audits are edited, select 'Save'. *****Navigating away from this page without selecting 'Save' will result in loss of data.***

School Information							
School District	Des Moines Independent	School Name	Brubaker Elementary School			Save	
Address	2900 E 42nd Street	City	Des Moines	Zip Code	50317	Print	
District #	1737	School #	0739			Add New	
		School County Code #	77			Cancel	

School Grade Information							
	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K	0	0	0	0	0	0	0
1	95	78	10	5	2	95	0
2	102	97	5	0	0	102	0
3	97	85	3	4	5	97	0
4	108	102	4	0	0	106	2

Please call the IRIS Help Desk at 800-374-3958 with any questions about IRIS, or Sharon Richardson at 800-831-6293 ext. 1 with any questions about the school and child care audit process.